

UNIVERSITY OF
ALBERTA BUSINESS
CO-OP PROGRAM
POLICIES &
PROCEDURES MANUAL

2022/23

Table of Contents

I.	INTRODUCTION & RESPONSIBILITIES	3
II.	CO-OP TRAINING, SCHEDULING/SEQUENCES & EXPECTATIONS.....	4
	TRAINING	4
	SCHEDULING/SEQUENCES.....	4
	EXPECTATIONS	5
III.	THE JOB SEARCH AND JOB OFFERS/ACCEPTANCES	5
	THE JOB SEARCH	5
	Job Applications	6
	Interviews	7
	JOB OFFERS AND ACCEPTANCES.....	8
IV.	THE WORK TERM.....	9
	ACADEMIC COURSES WHILE ON A WORK TERM	9
	WKEXP COURSE REQUIREMENTS	9
	VACATION, ILLNESS AND OTHER ABSENCES	10
V.	ACADEMIC POLICIES AND REQUIREMENTS.....	11
	STUDENT STATUS	11
	COMBINING CO-OP WITH OTHER PROGRAMS	11
	WITHDRAWING FROM A WKEXP COURSE	11
	TRANSFERS FROM THE CO-OP PROGRAM	11
	REQUIREMENT TO WITHDRAW	12
	ACADEMIC PERFORMANCE.....	12
	READMISSION.....	12
	ADDITIONAL CO-OP WORK TERM	13
	GRADUATION	13
VI.	FINANCIAL, LEGAL AND RISK CONSIDERATIONS	14
	FINANCIAL.....	14
	Co-op Tuition Fees.....	14
	Student Loans and Interest Free Status	14
	Scholarships and Awards	15
	Salaries, Benefits and Other Financial Considerations	15
	Income Taxes and Other Statutory Deductions	15

LEGAL	16
Disclosure of Information	16
Legal Status of Students During the Work Term.....	16
RISK MANAGEMENT WHILE ON A CO-OP PLACEMENT	16
APPENDIX 1.....	18
Co-op Fee Breakdown	18

I. INTRODUCTION & RESPONSIBILITIES

The Business Cooperative Education Program is an Academic Degree Stream at the Alberta School of Business and is accredited by Cooperative Education and Work- Integrated Learning Canada (CEWIL). These program policies are guided by University of Alberta policies and CEWIL accreditation criteria.

The School of Business has approved the following policies for the administration of the Cooperative Education program which provide added interpretation to the Academic regulations of the Faculty as set out in the University of Alberta Calendar.

The Co-op Policies and Requirements are intended to;

- Ensure employers have a fair and legitimate opportunity to recruit qualified Co-op candidates for their jobs.
- Ensure that all Co-op students have a fair and equal opportunity to secure job opportunities that meet their career objectives and fulfill their academic requirements.
- Ensure that Co-op students meet the ethical expectations and Academic Requirements of the School of Business and University of Alberta.

Failure to follow or meet any of the following Co-op Policies and Requirements may result in the student failing the work term and/or being removed from the Cooperative Education program. (See Appendix IV. H. Program Transfers from Co-op)

Students may appeal academic decisions relating to their status in the Co-op program through the existing Faculty and University appeal processes (Refer to the University Calendar).

Cooperative Education is a partnership involving the Student, the Employer and the University of Alberta. In joining this partnership, each member assumes the responsibilities and requirements of the Cooperative Education Program and obtains benefits from participation.

Student Responsibilities

- Complete all academic requirements of the regular Bachelor of Commerce Program, **plus** the following Co-op program requirements:
 - “Introduction to Business Cooperative Education” (a non-credit series of seminars and workshops and eClass content for the purpose of Co-op Training held in the first semester upon admission to the program).
 - WKEXP 911: 4 month work placement (non-credit); prerequisite “Introduction to Business Cooperative Education”;
 - WKEXP 912: 4 month work placement (non-credit); prerequisite WKEXP 911;
 - WKEXP 913: 4 month work placement (non-credit); prerequisite WKEXP 912
- Accept personal responsibility for obtaining suitable employment by utilizing all resources provided by the Co-op Office and honor the acceptance of a Co-op job offer as a contractual obligation with the employer

- Conduct themselves in a professional and ethical manner throughout the application and interview process, on the job, and in their dealings with Co-op program staff.
- Understand that the Code of Student Behavior and the University Standards for the Protection of Human Research Participants (refer to the University Calendar) also apply while a student is on a work term
- To be aware of and abide by all the policies and procedures laid out in this document

Employer Responsibilities

- Provide relevant paid full-time employment for the duration of the placement
- Determine the salary offered, employment status, vacation pay etc., for the student
- Honor the acceptance of a Co-op job offer as a contractual obligation with the student
- Maintain Comprehensive General Liability coverage appropriate to their operations, including Employer’s Liability and Workers’ Compensation, where applicable
- Participate in a mid-term site visit and complete a final performance evaluation that is reviewed with the student at the conclusion of the work term

University of Alberta Business Cooperative Education Program Responsibilities

- Inform students, employers and other relevant parties of Co-op policies & procedures
- Select students for the Business Cooperative Education Program
- Coach students on the job search process and help prepare them for work terms
- Evaluate employer job descriptions for suitability; organize and facilitate job postings, employer/student interviews and placements
- Assist students in identifying learning opportunities within each placement
- Meet with employers and students for on-site visits to review the student's progress and to discuss career goals
- Evaluate work term reports and review student evaluations completed by employers

II. CO-OP TRAINING, SCHEDULING/SEQUENCES & EXPECTATIONS

TRAINING

The **mandatory** “Introduction to Business Cooperative Education” sessions combined with meetings with your assigned Co-op Coordinator, ensure that you are properly prepared for your job search by building professional quality resume, cover letter writing and interview skills. Therefore, it is **CRITICAL** that each Co-op student partake in this training, complete all assignments, and meet regularly with their assigned Co-op Coordinator to properly prepare resumes, cover letters, and discuss job search tactics.

SCHEDULING/SEQUENCES

The Introduction to Business Cooperative Education training is typically held in late August, with specific dates and information to be provided with the final Co-op Offer of Admission. Students will normally begin their first Co-op job search immediately upon completion of the training.

Scheduling of work terms is variable and somewhat flexible with most students completing their first work term in either the Winter or Spring/Summer following their admission to the Co-op program. However, the last term in a student's degree program must be an academic term. Delaying a job search to complete more courses does not necessarily provide you with an advantage in the job search.

Sample work term sequences can be found in Appendix 1. When students are admitted to the Co-op program they are assigned a default sequence in CareerConnect; to make changes to this default sequence, a student should email their Co-op Coordinator.

EXPECTATIONS

The MOST critical factors in determining success in Co-op are DILIGENCE and PERSEVERANCE. DILIGENCE and PERSEVERANCE are demonstrated by:

- engaged participation in the Co-op training processes,
- ongoing engagement with your Co-op Coordinator through meetings and updates,
- planning your personal schedule to allow for consistent effort in Co-op each week,
- starting the job search EARLY, keeping a BROAD approach to sectors/industries and locations, and continuing to be very active in the job search until a position is secured,
- submitting applications in a high volume and in a timely manner,
- thoughtful and thorough preparation for interviews, and debriefing of interviews, and,
- attending Information sessions, using your own network, and reaching out to potential employers to learn about potential opportunities.

III. THE JOB SEARCH AND JOB OFFERS/ACCEPTANCES

THE JOB SEARCH

Students are responsible for registering properly (setting Job Search Preferences and accepting Terms and Conditions) on the CareerConnect Co-op section to view jobs.

While registered as a Co-op student and engaged in an active job search, any job a student accepts that meets the Co-op criteria, including one obtained through a self-directed job search, will be considered a Co-op placement and result in the student being registered in the appropriate WKEXP course. An Active Co-op Job Search includes any of;

- Registering to view Co-op jobs on CareerConnect,
- Viewing and/or applying to Co-op or Employment job postings found on CareerConnect,
- Email communication and/or appointments with a Co-op Coordinator for the purpose of a Co-op job search, and/or,

- Attending any workshops or seminars related to the specific Co-op job search term.

Students who have accepted offers of rehire or extension from a current or previous employer may not participate in a job search for that work term. If students have received an offer of extension from their current employer they must decline that offer before competing for other Co-op opportunities.

All students should anticipate applying to upwards of 50+ opportunities per term, especially for a first work term or a summer work term. As a result, it is important to begin the job search early in the term.

Co-op jobs are a means of learning and preparation to help you understand what your best options are for a long term professional career. Therefore, you are encouraged to consider which Co-op jobs are valuable for your career development, even if they are not in the exact environment or business sector you aspire to in the long term.

It is important the Co-op students realize there is no job guarantee and that a high level of dedication to and flexibility in the job search is required. The employment process is highly competitive and factors such as academic performance, skills, motivation, maturity, attitude, professional conduct, flexibility and performance potential determine whether or not a student is offered employment. Although every effort is made by the Co-op Office to find a sufficient number of work term positions for students enrolled in all Co-op academic majors, the competitive nature of the process means that no guarantee of employment can be made.

CareerConnect is the primary tool for job search activity for most students; however, students can expand the opportunities available to them by developing a self-directed job search strategy with their Co-op Coordinator. This includes scanning other job posting boards, utilizing a personal network to inform others of your Co-op plans and objectives, and consulting with your Co-op Coordinator to identify companies that may be interested in hiring a Co-op student.

The Co-op job postings on CareerConnect are considered proprietary to the Co-op Program and are posted for the exclusive use of students registered in the University of Alberta Business Co-op Program. Co-op students are not permitted to share access to the CareerConnect Co-op Module of CareerConnect with anyone, including other students, either directly or indirectly.

Students are responsible for providing their own transportation and housing while on a placement and should not apply to a position if they are unable to travel to the work location. Employers located outside of Edmonton are not required to provide a relocation allowance.

Job Applications

Students should read job descriptions in detail before making a decision about whether or not to apply to the job. Do not assume the job title adequately explains the role and duties.

Resumes and cover letters must meet the content, format, grammatical and typographical quality criteria detailed in the Introduction to Cooperative Education Workshops and Seminars, and eClass. Proof read documents multiple times before they are submitted. Spelling, formatting and grammatical errors will usually result in an application not being considered.

Deadlines are firm and students are responsible for meeting all deadlines. Some employers may review applications on an ongoing basis, and therefore, a job posting may close before the stated deadline if the position has been filled.

Follow the exact application instructions as per the job posting. Submit everything in an application that the employer has asked for, but no more than what they have asked for. Save the job description for future reference by clicking “intend to apply” in CareerConnect.

By submitting an application, a student is committing to fulfilling any interview requests and is accepting any corresponding job offer, pending a satisfactory interview.

Interviews

The interview is the opportunity for both the student and the employer to learn more about each other and to build certainty about the “fit” of the role for each stakeholder. Students are expected to honor all interviews granted to them as a result of the submission of their application, except where a student is accepting another job offer for that work term.

Co-op Interview Policies

Closely monitor your email and phone in order to respond to interview requests that will come directly from the Co-op Office or the employer, and respond to the interview requests immediately. Take CAREFUL note of interview location and time, and plan accordingly to allow for travel time and your arrival at least 10 minutes before scheduled interview.

It is expected that students properly prepare for each interview by reviewing potential interview questions, conduct research on the organization, and dress appropriately in business attire. Detailed information about all these topics can be found in the e-class material provided during Co-op training. Students are encouraged to meet with their Co-op Coordinator to discuss interview preparation, for guidance on how to approach challenging interview questions, and debrief after an interview.

IMPORTANT: Contact your Co-op Coordinator immediately if you have issues scheduling an interview, need to cancel an interview, have an interview that conflicts with an exam, or if you have completed the interview and no longer wish to be considered for the role.

Interview Process

The timelines and processes for interviews vary significantly from employer to employer. It is at the employer's discretion whether or not candidates being interviewed will be contacted regarding their status in the interview or offer process.

Many organizations begin with a one way video pre-screen interview, or have a video component as part of the selection process. Be sure to prepare using the resources available through CareerConnect Resources, including the InterviewStream platform.

Students can use the interview to determine if the job will be a good fit and bring value to their development. If, through the interview, the student determines that the role will not be appropriate, they can "Opt Out" of consideration for the position.

Co-op job search OPT OUT policy

During the Co-op job search the student should become fully informed of the potential value of the role to their professional development. If through the interview process the student determines that the role is not appropriate for them, the student must immediately discuss this with their Co-op Coordinator, who will then act to withdraw the student from consideration for the role. The **ONLY** opportunity to "OPT OUT" of a specific position is immediately after an interview, and BEFORE any offer is made. If the student does not contact their Coordinator immediately after the interview, then the student is obligated to accept an offer, barring academic or significant extenuating circumstances. An offer may be declined if the student is accepting another offer.

JOB OFFERS AND ACCEPTANCES

The Co-op Program requires that students respond to ALL job offers within 24 hours so employers can move forward with their recruitment objectives in a timely fashion. As such, students may need to accept an offer without knowing the outcome of other job applications and/or interviews. (Exceptions to the 24 hour rule: if the employer permits the student to have additional time, or if there is a designated offer period communicated by the Co-op Office)

Students will honor the acceptance of a placement as a contractual obligation and failure to do so may result in the student being asked to withdraw from the Co-op program. Once an offer is accepted it cannot be subsequently rejected in favor of another offer. Therefore, it is essential that the student review an offer before accepting it and if a student has ANY questions or concerns about an offer that has been made, they should contact their Co-op Coordinator before accepting or declining an offer.

A verbal offer and acceptance are equally as binding as a written offer and acceptance.

The job search must end as soon as the student accepts an offer and the student is required to withdraw from or decline any other interviews, and cease submitting any new job applications.

Offers may be conditional upon the student completing security clearances, medical testing, drug use testing or providing a driver's abstract after they have been offered a position. If a student has any concerns about meeting the pre-employment requirements, they should discuss the issue with a Coordinator. If a placement is subsequently withdrawn because the student does not meet a pre-employment condition, the student must contact their Co-op Coordinator immediately to discuss their options.

Upon accepting an offer and clearing all conditions (if applicable), students must notify their Co-op Coordinator, complete a Work Term Record (WTR) on CareerConnect and withdraw from their academic courses for that term. A work term record needs to be created for each 4-month period of the placement. By accepting an 8-month Co-op position, the student is committing to two consecutive work terms, and will be registered as such, with one exception. When a student accepts an 8-month placement but only requires WKEXP 913 to complete their Co-op requirements, they are only required to register in a single 4-month work term.

Students cannot register for WKEXP courses directly through BearTracks. Instead, the Co-op Office will then register the student in the appropriate WKEXP course(s) after the student creates the work term record and withdraws from any academic courses.

IV. THE WORK TERM

ACADEMIC COURSES WHILE ON A WORK TERM

Students are **STRONGLY DISCOURAGED** from taking any academic courses while on a work term.

- Students who choose to take an academic course will be limited to one regular academic course at the University of Alberta during a work term.
- Employment obligations take precedence over any course commitments.
- Students in a position with overtime requirements should not take an academic course while on a work placement.
- Students who choose to take an academic course while on a work term must discuss their plan with their work supervisor to ensure the coursework will not interfere with their job responsibilities.

WKEXP COURSE REQUIREMENTS

At the beginning of each work term, students should make themselves completely familiar with the course outline specific to their WKEXP course (911, 912, 913), which can be found on eclass. The outline contains all the information required for successful completion of the course.

The following are required In order to satisfactorily complete each WKEXP course:

- Update the Work Term Record with pertinent employment information for each work term, within 2 weeks of starting each work term.
- Prepare and submit acceptable interim and final work term reports for each Co-op work term as per Course outline standards and deadlines.
- Participate in and receive a satisfactory evaluation from the mid-term site visit.
- Receive an acceptable performance evaluation from the employer.
- Complete a minimum of 13 weeks full time (35+ hours/week) work for each 4 month term.

WKEXP courses do not provide students with academic credit and will not reduce the total number of credits required for the Bachelor of Commerce degree. Grades for WKEXP courses will not be used to calculate the student's GPA.

Grades for WKEXP courses are assessed on a Pass/Fail basis as follows:

CR: Completed Requirements

- The student has met all requirements of the work term in a satisfactory manner.

F: Fail

- The student's job performance during the work term has been deemed to be unsatisfactory by his/her employer and by the Cooperative Education Office.
- Or, the student has failed or refused to ensure satisfactory completion of the requirements of the work term including related assignments (site visit, Co-op Report, Employer Evaluation).
- Students with a grade of Fail in a WKEXP course are ineligible for graduation with a Co-op designation, and will be required to transfer back to the regular Bachelor of Commerce program in order to complete their degree.

IP: Course In Progress

During Spring/Summer Term WKEXP Registrations, this grade is assigned to Part A (spring term) with the final grade assigned to Part B (summer term).

VACATION, ILLNESS AND OTHER ABSENCES

Any request for time off should be discussed with the employer prior to commencement of the work term and arrangements should be made based on the employer's policies. Since work term placements are short term, employers are not expected to provide actual vacation time. As a Cooperative Education student, any absences due to illness, compassionate leave, jury duty, etc. may mean a loss in pay, unless the student qualifies for employee benefits. If the nature of the absence is such that it will interfere with the completion of the work term, the student should notify the Coordinator and Employer immediately.

While on a placement, if a student encounters any issues or has any concerns they should contact their Co-op Coordinator for guidance.

V. ACADEMIC POLICIES AND REQUIREMENTS

STUDENT STATUS

Each four-month period of Co-op employment requires registration in the applicable WKEXP course. When registered in a WKEXP course, students are considered full time University students.

COMBINING CO-OP WITH OTHER PROGRAMS

Students participating in the Co-op Program and other School of Business programs, such as PRIME, certificate or honors programs must ensure their job search activities do not conflict with the requirements of those programs. The Co-op program cannot authorize placements that conflict with residency and other requirements for these programs.

WITHDRAWING FROM A WKEXP COURSE

Requests to withdraw from a WKEXP Course must be made through the Co-op Office and will only be granted at the discretion of the Co-op and Undergraduate Offices. The only grounds for WKEXP Course withdrawal are extraordinary circumstances related to the co-op job, or significant personal circumstances. Requests to withdraw from a WKEXP Course must be made in writing to your Co-op Coordinator.

TRANSFERS FROM THE CO-OP PROGRAM

To request a transfer from Co-op, complete the Co-op Transfer form (found in CareerConnect/Resources/Co-op). Transfers from the Co-op program to the regular Bachelor of Commerce program will only be granted in those instances where sound justification exists. Each case will be dealt with on its own merits. The Business Cooperative Education Program and Business Undergraduate Program office, must grant final approval for all transfers.

Should a student elect to transfer from the Co-op program after accepting a Co-op placement, the transfer will not be processed until after the student completes all requirements of the Co-op placement.

REQUIREMENT TO WITHDRAW

There are certain circumstances that would give grounds to be required to withdraw from Co-op. These circumstances include, but are not limited to:

- A lack of effort in the job search preparation including failure to complete the Introduction to Cooperative Education Seminars and Workshops.
- Low or no activity in the job search process.
- Rejection of a worthy job offer.
- Leaving a work term on your own volition, prior to completing the necessary number of weeks of full time employment.
- Being asked by an employer to leave the work term prior to completing the necessary number of weeks of full time employment.
- Poor performance (F) in any work term.

ACADEMIC PERFORMANCE

Academic performance/continuation considerations are as set out in the Academic Regulations of the Faculty.

A student who is on academic probation while on a work term will receive non-academic credit for the work term if the student satisfies the regular requirements for that work term.

A student who is required to withdraw from the Faculty cannot receive credit for a work term while this requirement is in effect, and that student's employer will be so notified. If a student is required to withdraw from a WKEXP course because of failing academic grades, the student may be permitted to complete the work term provided the employer agrees.

Work term performance is evaluated on a CR (Completed Requirements)/F (Fail) basis. E. Any student receiving a grade of Fail for any one four-month work experience course will normally be required to withdraw from the Cooperative Education Program, but may continue in the regular BCom program.

READMISSION

Students, who for personal reasons, elect to take one or more terms off from their BCom Degree Program with written permission, may be readmitted to the Co-op program provided all conditions listed in the appropriate section of the University Calendar are met.

The Faculty regulation on withdrawal and readmission states that a student asked to withdraw from the faculty may be readmitted after a period of at least one year. The application and interpretation of this regulation for the students in the Co-op program is set out in the remainder of this section.

Co-op students who are required to withdraw from the Faculty for failing an academic year may apply for readmission to the Faculty and may also apply for readmission into the Cooperative Education program. In cases where a student wishes to remain in the program, application for readmission to the regular program may be made for the Fall term which is one year removed from the failed academic year. The student may register in a subsequent work term prior to the academic term. Credit for the work experience in this term however, is dependent on the usual criteria, plus the successful completion of the subsequent academic term.

ADDITIONAL CO-OP WORK TERM

The Co-op Program allows for a 4th (WKEXP 914) work term in extraordinary circumstances. Students who wish to complete a WKEXP 914 work term must receive permission from their Co-op Coordinator to do so. Decisions on allowing a student to complete a WKEXP 914 work term are at the discretion of the Business Cooperative Education Program. The circumstances that may be considered for eligibility to complete a WKEXP 914 work term are:

- A student who has only their WKEXP 913 to complete, but has received an offer from an employer for an 8 month position that REQUIRES the student to be registered in a Co-op WKEXP program for the full 8 month work term
- An international student may be allowed to complete a WKEXP 914 term if all of the following apply:
 - The student has already completed 12 months of Co-op WKEXP terms,
 - due to visa requirements is required to be registered as a full time student in a term
- Other circumstances may be considered. Contact your Co-op Coordinator to discuss.

GRADUATION

In addition to fulfilling the academic requirements of the School of Business, the Bachelor of Commerce Co-op Education Degree students are required to successfully complete the following components:

1. Maintain satisfactory academic standing in the School of Business
2. “Introduction to Business Cooperative Education” (a non-credit series of seminars and workshops and eClass content for the purpose of Co-op Training held in the first semester upon admission to the program).
3. WKEXP 911: 4 month work placement (non-credit); prerequisite “Introduction to Business Cooperative Education”;
4. WKEXP 912: 4 month work placement (non-credit); prerequisite WKEXP 911;
5. WKEXP 913: 4 month work placement (non-credit); prerequisite WKEXP 912

VI. FINANCIAL, LEGAL AND RISK CONSIDERATIONS

FINANCIAL

Co-op Tuition Fees

Students registered in a WKEXP course are assessed tuition and fees by the Registrar's Office. Tuition amounts owing and payment deadlines can be found on BearTracks after the student has been registered in WKEXP. Inquiries regarding fee payments and deadlines should be directed to the Registrar's Office. Students are responsible for being aware of and adhering to all deadlines and regulations published by the Registrar's Office – failure to do so may result in financial consequences. Co-op students are not exempt from charges such as installment or late payment fees.

Co-op tuition fees are only paid when a student is registered in a WKEXP course. A breakdown of tuition fees applicable for a student while registered in WKEXP can be found in Appendix 1.

INTERNATIONAL STUDENTS: Tuition fees for WKEXP courses are included in program based tuition for International students. International students should contact the Student Service Center for more information about how tuition payments are determined and when tuition payments would be required.

Student Loans and Interest Free Status

Federal and Provincial Government student loans begin to accrue interest six months after a student ceases full time attendance at a post-secondary institution. If you have made use of student loans, you need to take the following steps to notify loan officials of the fact that you are considered a full time student and are therefore entitled to interest-free status throughout the duration of your Cooperative Education work terms. Failure to do so could result in your being asked to begin repayment on any outstanding loans.

1. Obtain "Confirmation of Enrollment" forms from the Student Service Center. You will need different forms for federal and provincial loans.
2. Identify yourself as a "Business Co-op Student". Your forms will be signed at the beginning of the term to indicate that you are a full-time student.
3. Present the forms to your bank within 30 days of having been signed by the Office of the Registrar and Student Awards.

A student with loans who accepts an 8-month placement, after previously completing 8 months of work experience, may want to consult a Coordinator regarding the 913 WKEXP course registration timing. (Note that the interest free status is applicable when you are registered in a work experience course.)

Scholarships and Awards

Students in the Co-op program can apply through the for appropriate scholarships and financial need bursaries prior to the appropriate deadline. Eligibility requirements are usually stated in terms of years of study completed and performance over one academic year. The word "year" is to be interpreted as the two academic terms covering the course credit requirements of the "year" in question.

Co-op students remain eligible for student scholarships; however, work terms may impact the timing of eligibility.

The donor, not the University, determines eligibility for scholarships. Many scholarships require 30 ucw (unit course weight) based on the two allowed traditional semesters of fall and winter.

Co-op students are allowed more flexibility in that two 15 ucw within a calendar year may qualify them for eligibility. Please check with Student Connect Office for more clarification and information.

Salaries, Benefits and Other Financial Considerations

Employers determine the salary paid to Co-op students and are responsible for the administration of salary payments and deductions. Generally, the student will receive vacation pay as part of their salary and will be eligible for statutory holidays. For more information please refer to the Alberta Employment Standards.

As short-term employees, students do not normally qualify for benefits such as health and medical coverage. The student is responsible for ensuring they have adequate medical coverage during the work term and may qualify for coverage through their parent's plan during Co-op terms provided they are considered dependents under the plan regulations.

The Workers' Compensation Act covers major industries in Alberta. Other jurisdictions have similar legislation. If the employer is covered by the Worker's Compensation Act, student employees may be entitled to compensation benefits in the event of disability.

Income Taxes and Other Statutory Deductions

At the beginning of the work term the employer will ask the student to complete a TD1 form for income tax purposes. Earnings on Co-op work terms are considered taxable income. Employers are required to deduct income tax, Canada Pension and Employment Insurance premiums from employees.

The student will receive a T2202A tax form from the Office of the Registrar and Student Awards each year for tuition fees. Tax credits are available for amounts paid during the year as tuition (including work term tuition). The student is not eligible, however, for the monthly education or

textbook tax credit while the student is on a Co-op work term. For example, a student who has one four-month academic term and two four-month work terms during a taxation year will be eligible for the education tax deduction for four months only.

Students who relocate for a work term may be able to claim an income tax deduction for moving expenses not reimbursed by their employer. Similarly, students who are required by their employer to work remotely may be able to claim an income tax deduction for related expenses not reimbursed by their employer. For additional information, please contact the Canada Revenue Agency.

LEGAL

Disclosure of Information

The Co-op Office will only release information to potential employers and fellow Co-op students provided the student has granted permission to do so by signing the Release Form upon admittance to the program and that the request is appropriate.

Legal Status of Students During the Work Term

During a work term, the student is an employee of the placement employer and not an employee or agent of the University. In all matters relating to work activities, the student will be under the supervision and direction of the employer and not under the supervision and direction of the University. During the period a student is registered in a WKEXP course the student also maintains full-time student status at the University of Alberta.

RISK MANAGEMENT WHILE ON A CO-OP PLACEMENT

The health and safety of our students is a priority to the University. As part of your student placement (which includes clinical placements, medical practicums, co-ops, practicums, volunteer placement and/or internships), you may be exposed to risk(s), including bio-hazards such as the Coronavirus (COVID-19). It is important that you are aware that there are risks, dangers and hazards associated with participating in placements, including the possibility of severe or fatal illness. These risks include, but are not limited to:

1. The possibility of becoming ill due to exposure to bacteria, viruses, communicable and contagious diseases including COVID-19.
2. General health risks including, but not limited to, allergic reactions to gloves and hand cleaning products.
3. All manner of injuries and exposure resulting from interventional treatments and/or invasive procedures, use or misuse of medical equipment or techniques.
4. Exposure to emotional or mental trauma or triggers.
5. Injury and/or illness resulting from contact with patients, clients, employees, volunteers, lab samples, experiments, equipment or other students.

6. Injury due to physical dangers associated with a workplace.

Insurance

1. As a registered student and while participating in your placement work, you may be eligible to be deemed a Government of Alberta worker under the Workers' Compensation Act (Alberta). If you are injured in a work related accident, you may be able to claim workers' compensation benefits and cannot sue the University, your employer or any other employer or worker covered under the Workers' Compensation Act (Alberta). In every case, WCB Alberta will adjudicate all work-related and benefit entitlements based on the specific and unique circumstances.
2. All accidents or incidents should be reported as soon as possible to your Supervisor, Workers' Compensation Alberta, and the University of Alberta. WCB is responsible for managing and adjusting all claims that qualify for student WCB coverage. Contact WCB at 780-498-3999 or 1-866-922-9221. The University of Alberta's WCB account number for students is 316150/8. Additional information can be found on the Insurance & Risk Assessment website, the WCB website, or WCB Student Coverage Fact Sheet.
3. The University does not insure personal vehicles or property for either employees or students. Students who bring personal property with them or who will be driving their own personal vehicles on placement business are urged to contact their insurance broker to ensure that they have adequate personal automobile and property insurance.

Guidelines - Please ensure you have and read and understood the following guidelines:

1. You must wear all appropriate personal protective equipment (PPE) at all times as required by the University, Professional Association, and/or by the employer, including specific clinical PPE requirements. You must follow all employer guidelines as well as AHS guidelines for infection prevention and control if you are working with AHS.
2. You must be physically well to participate in your placement. Please ensure that you follow provincial self-isolation guidelines and stay home from work if you feel ill and/or present with any of the following symptoms: fever, cough, sore throat, shortness of breath, difficult breathing, flu-like symptoms, and runny nose. You should advise your faculty if you are in a high-risk category, including but not limited to, diabetes, cardiovascular disease, hypertension, lung diseases, moderate to severe asthma, if you are immunocompromised, have active malignancy, or are over the age of 65.
3. You must read, understand, and follow the Hazard Assessment specific to your work site.
4. Report any concerns you have about your safety to your employer and your University program coordinator or supervisor. If necessary, follow the COVID-19 Procedure for Sick Students.

APPENDIX 1

Co-op Fee Breakdown

The following is the breakdown of all possible fees for work term participation for the 2021-2022 academic year. Tuition and fees may be adjusted on an annual basis. Refer to the fee assessment in BearTracks for current/exact amounts when entering a work placement.

2021/22	NOTES		
Tuition (Instructional Fees)		\$913.68	A
Student Academic Support Fee		\$180.11	A
Student Health and Wellness Fee		\$36.30	A
Students' Union Dedicated Fees		\$69.93	A
Students' Union Membership Fees		\$31.52	A
Faculty Association Fee (Business)		\$10.00	A
U-Pass Fee		\$180.00	B
Students' Union Health Plan		\$155.00	C
Students' Union Dental Plan		<u>\$150.00</u>	C
Total		\$1726.54	
PAW Centre Fee		\$29.00	D
Athletics and Recreation		\$91.64	D

NOTES

A- These fees are required

B- Students on Co-op placements outside of the serviceable transit area for ETS, Strathcona County Transit, or St. Albert Transit, may opt out of the UPass. Students also registered in an on campus for credit course cannot have the UPass waived.

C- These yearly fees will be initially applied to all full time students, however students have the option to OPT OUT (not participate). Students must opt out prior to the deadline established by the Students Union.

D- These fees are NOT applied to students on Co-op work terms (registered in WKEXP courses). However, students have the option to OPT IN if they wish to continue to utilize these services while on a work term. In order to opt in to these services please contact the Registrar's Office prior to the add/drop deadline for the term.

Tuition fees, plus an application fee (\$50) and seminar and workshop fee (\$150) are charged to cover a large portion of the cost of operating and administering the Co-op program.